

FREQUENTLY ASKED QUESTIONS (FAQ)

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1. When is the enrolment period for the next school year ?

| Cycle | School Year 2023/2024 |
|---------------------------|--------------------------------------|
| Nursery and primary cycle | From 06.03.2023 au 31.03.2023 |
| Secondary school cycle | |

- It is not possible to submit applications before the above dates or a year in advance by adding the child to a waiting list.
- An enrolment application only has to be set up if it is a new student.
- Only the application files published on the website of the European School from Luxembourg can be used and must not be reformatted under any circumstances.

2. What are the addresses for the enrolment ?

Due to the sanitary situation, the school will not be able to welcome families to submit the application form. We thank you for your understanding.

To submit your application form, please consult the website of the Schools (ES Lux I: [Enrolment 2023/2024](#) ES Lux II: www.eel2.eu) during the registration period from 06.03.2023 to 31.03.2023. Their contact details are listed in the Rules on admission to and operation of the Luxembourg European Schools published on the website under "Enrolment".

The completed application form and its annexes must be sent by e-mail (in PDF format, named as follows: "**NAME_FIRST_NAME_LANGUAGE_SECTION_CLASS**") between the 6th March and 31st March 2023.

If you submit a form that does not contain the necessary verified electronic signatures, you will send a printed version of the file by post to the school. Confirmation of enrolment can only be issued if the completed and signed application form has been submitted. The enrolment file will only be taken into consideration once all the required documents have been enclosed.

Please find below the e-mail addresses of the secretariats:

ES Lux I :

- Nursery-Primary cycle: LUX-ENROLMENT-NURSERY-PRIMARY@eursc.eu
- Secondary cycle: LUX-ENROLMENT-SECONDARY@eursc.eu

3. Are European schools open for children of parents who are not staff of European Institutions ?

Yes, they are. Although priority is given to children of parents working for the European institutions, there are places available for other children. Subject to places being available and within the limits of the threshold fixed by the regulations (currently to 24 pupils per class) .

The pupils of the European Schools are divided into three categories:

- Category I: Pupils whose parents are members of the staff of a European Institution or a related organisation, in accordance with Chapter XII of the Digest of Decisions of the Board of Governors, and who are employed directly and continuously for a minimum period of one year. These pupils are exempt from school fees.
- Category II: Pupils whose parents are members of the staff of a company or an organization which has concluded a special agreement with the European schools and certifies that it will pay the school fees for the enrolled pupil.
- Category III: Pupils whose parents do not belong to categories I or II and pay the requested school fee themselves. These pupils can be admitted if places are available and if they fulfil other conditions as defined by the school. Their parents pay the school fees set annually by the Board of Governors of the European Schools.

For more details, check the documents under “Enrolment” on our website.

4. What is the difference between the ES Luxembourg I and Luxembourg II?

Two European schools exist in Luxembourg: Luxembourg I – Kirchberg and Luxembourg II – Bertrange/Mamer. Both follow the same curriculum and have the same administrative structure.

The ES Luxembourg I is located at Kirchberg and has the 3 cycles: nursery, primary, secondary. All the pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg I: Bulgarian, Dutch, Estonian, Finnish, Latvian, Lithuanian, Polish, Portuguese, Spanish and Swedish.

The ES Luxembourg II is located in Bertrange/Mamer and has the three cycles: nursery, primary, secondary. All pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg II: Czech, Danish, Greek, Hungarian, Italian, Maltese, Romanian, Slovenian, Slovakian and Croatian.

Both schools have an Anglophone (EN), Francophone (FR) and German speaking (DE) section and teach Irish.

After their enrolment, pupils are directed to one or the other school of Luxembourg as stated under the [Rules on Admission to and Operation of the Luxembourg European Schools](#) for the school year 2023-2024.

5. How are the pupils of the DE, EN and FR sections allocated to both schools?

In 2004, the parents and the School Directions set up rules for the allocation. Please check the document “Enrolment policy at the ES of Luxembourg” and the map on this website, under “Enrolment”. The rules have been agreed by the Administration Boards.

The allocation is intended to be final. The parents may however, submit a written request to the Director of the school their children attend asking for a change to the other school. This must be done before **Friday, 5th May 2023** for the nursery, primary and secondary cycles. Parents must provide **their report and/or timetable** to facilitate the transfer.

If places are available and provided that this does not create an imbalance in terms of numbers of pupils per class, the directors might agree a transfer for the following school year.

All such transfer requests relating to pupils in the nursery, primary or secondary cycles are dealt with by the Head of the school where the pupil is enrolled. Answers will be given latest by **Monday, 12th June 2023**.

Only one transfer is possible during a child's attendance at the European Schools in Luxembourg. Any application submitted after the deadline will not be considered. When an application is accepted, there is no possibility of returning to the school of origin. The decision is definitive.

6. When do the parents know if their child is admitted?

Pupils of category III will only be admitted if places are available. The final answers, including the class allocation, will be sent latest by **Monday, 12th June 2023**. Please do not call the school; the correct and complete processing of the data is very time-consuming. The school staff is instructed not to give individual feedback before all applications have been considered.

7. Which language sections are available in the ES of Luxembourg?

- Luxembourg I:
Dutch, English, French, Finnish, German, Lithuanian (Nursery, Primary Year 1 to 4), Polish, Portuguese, Spanish, Swedish.
- Luxembourg II:
Czech, Danish, English, French, German, Greek, Hungarian, Italian.

8. What is the admission age of the children to the European school?

To be admitted to the Nursery school, children must have reached the age of 4 at 31st December of the school year. No exceptions are possible.

To be admitted to the first year Primary school, children must have reached the age of 6 at 31st December of the school year.

Children may be admitted to the School, provided they are potty-trained.

9. Which Language 2 (second language) can be chosen?

All pupils choose one of 3 L2: English, French or German; L2 must be different from the language of the section, except in case of SWALS* pupils. L2 will be used later as a vehicular language for several courses.

* SWALS = **S**tudent **W**ithout **A** Language **S**ection.

10. Does the school provide help for pupils whose language skills are not sufficient?

The SWALS pupils (**S**tudents **W**ithout **A** Language **S**ection) of category I and II in the European schools of Luxembourg (Mother tongues concerned: Bulgarian, Croatian, Estonian, Latvian, Lithuanian (as from 5th year of primary), Slovenian, Romanian, Slovakian) will normally be admitted to the DE, EN or FR section. The School will provide intensive "SWALS" help, as much and as long as needed, to make the integration as easy as possible.

The School also provides a remedial course for L2 from the third Primary year. This concerns new pupils.

11. How are the school fees paid ?

- Category II: The employer, who has a contract with the European School, will be invoiced by the school, and will pay the fees directly to the school. (NB: different procedure for NAPS/NATO international civilian staff)
- Category III: The school will address invoices for the fees to the parents. The amount of 500 € has to be paid at the time of registration. A proof of payment must be attached to the enrolment file.

If the pupil is admitted and attends the school, this amount will be deducted from the final bill of school fees to be issued in October.

If the school refuses the pupil's admission, the family will be refunded of the 500 € paid back to the account that was used to pay this amount. **If the pupil is accepted and the parents desist, the 500€ will be retained in school.**

If the 25 % of the school fees are not paid until Thursday, 22.06.2023, the registration will be refused.

The remaining 75 % can be paid in one or three installments (details of this procedure will be added to the invoices).

12. What is the timetable of the school day ?

- **European School Luxembourg I**
Please consult the website of the school concerned: [Memorandum_parents](#)

Does the school run a day nursery, a crèche ?

No, the European school does not accept children under 4. The ES also does not take care of the pupils outside school-time. The interinstitutional "Centre Polyvalent de l'Enfance" (CPE) offers a crèche service and a post school care for children of staff of the European Institutions only.

The crèche is managed by the European Parliament; the "Garderie" or the CPE are managed by the European Commission (OIL.05 Office for Infrastructure and Logistics in Luxembourg).

These structures are independent of the European School and register your child at the school does not mean an automatic enrollment to the CPE and vice versa.

For any questions regarding these three structures of the CPE, please visit the following websites:

- Crèche : <https://creche.europarl.europa.eu/home/luxembourg.html>
- Garderie and CPE : <https://europa.eu/centre-polyvalent-enfance-luxembourg/> /
or e-mail : : OIL-CPE-Ki@ec.europa.eu

13. Do buses go to the school site ?

Yes, there are buses that bring pupils to the schools and also drive them back "home".

School buses are organised by :

1. **The City of Luxembourg - bus service** : [School transport European School 1 \(Kirchberg\) | City of Luxembourg \(vdl.lu\)](#)
2. **The ATSEEE, i.e. the Parents' Transport Association** : <http://www.euroschool.lu/bus/>
Address:
ATSEEE (Parents' Transport Association of pupils of the European Schools)
Parlement européen, Bâtiment Schumann, SCH 01B006, L-2929 Luxembourg.
Tél: 4300 22934
Gsm: 00352 621 149673
Website: www.atseee.eu
E-Mail: info@atseee.eu

14. How and where do the pupils take their lunch ?

At the nursery cycle, a warm meal is served to the pupils in their classroom on Monday (which is the only long day). For the other days, the school does not provide any catering.

On Monday and Wednesday between 12 and 2 p.m., the pupils of the primary school eat in the school's refectory. Pupils can choose to eat the warm meal offered by the school or to bring along a snack from home and eat it in the refectory (*tartinistes*). For the other days, the school does not provide any catering.

The meals are paid via a yearly or quarterly subscription system. Pupils bringing along their own meal will pay a reduced fee for the service done by the canteen's provider.

In the secondary school, the subsistence expenses must be paid via an electronic payment card.

- **European School Luxembourg I**

The service provider for canteen is SODEXO <http://www.euroschool.lu/site/canteen/>

New parents should contact Sodexo by email: ecoleeuropeenne1.LU@sodexo.com

15. Does the school organize extra-curricular activities ?

The European School Parents Association of Luxembourg I and II organizes activities. Please check for European School Luxembourg I <https://periscolaire.apeeel1.lu/>

16. Do pupils need a school uniform ?

No, there is no school uniform.

For the Sport and Swimming lessons, appropriate clothing is compulsory. Teachers of the primary and nursery cycles may ask for home shoes during class time, especially in winter.

For security reasons pupils are not allowed to move around the building without shoes or slippers.

17. Do pupils need books ?

- Primary school :
Parents need to buy books. The book lists will be available on the schools' websites, European School Luxembourg I [Nursery-primary-Books and supplies](#).
- Secondary school :
Parents need to buy books. The book lists will be available on the schools' websites, European School Luxembourg I [Secondaire-liste-de-livres-et-calculatrices](#).

18. What is foreseen by the Convention of 16th May 2014 between the Ministry of Education of Luxembourg and the General Secretary of the Board of Governors of the European Schools ?

This convention is intended to facilitate the enrollment of the French-speaking and English-speaking children of the category 3 in the European Schools of Luxembourg.

It provides that the Government of Luxembourg contributes to the opening of an additional class each year in the French and English sections at the pace of one level per school year.

For the school year 2022-2023, the Convention applies to the S5 level.

The government contribution does not exempt the pupils category 3 concerned by this agreement of the payment of the normal school fees.

19. How to assess the language level of my child ?






Please check the evaluation grid attached (*Cadre Européen Commun de Référence pour les langues* <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>).

20. Which web platform allows access to practical information about the students' school life and education?

In [SMS MySchool](#) you will find the names and e-mail addresses of your child/children's teachers, absence notes, school reports, timetables of secondary school pupils, etc.

You can access this with the login you receive from the school at the beginning of the school year.

Common European Framework of Reference for Languages - Self-assessment grid

| | | A1 Basic User | A2 Basic User | B1 Independent user | B2 Independent user | C1 Proficient user | C2 Proficient user | |
|---------------|--|---|---|---|---|--|--|--|
| Understanding | Listening  | I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly. | I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements. | I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear. | I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect. | I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort. | I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent. | |
| | Reading  | I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues. | I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters. | I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters. | I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose. | I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field. | I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works. | I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works. |
| Speaking | Spoken interaction  | I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics. | I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself. | I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events). | I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views. | I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers. | I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it. | I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it. |
| | Spoken production  | I can use simple phrases and sentences to describe where I live and people I know. | I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job. | I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions. | I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. | I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion. | I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points. | I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points. |
| Writing | Writing  | I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form. | I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something. | I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions. | I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences. | I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind. | I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works. | I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works. |